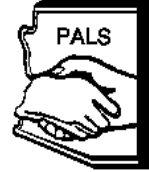




## Parent Information Network



### Create a Home File

#### Choose a filing system that works for you.

- a notebook
- an accordion file
- a box
- a tote bag
- a computer
- a drawer
- a filing cabinet

#### Organize your file. Use folders, or dividers, to separate different sections and subsections.

- In the **“Get to Know Me”** section, add:
  - pictures of your child with family and friends and participating in their favorite activities
  - list your child’s likes and dislikes - foods, activities, toys, friends, pets, etc.
  - describe your child’s strengths and weaknesses outline your child’s daily routine
- Keep **Official Documents** in a safe place and put copies in the file:
  - birth certificate
  - Social Security card
  - legal documents - guardianship papers, etc.
- Create a **Directory** of names, phone and fax numbers, e-mail addresses and web sites, include:
  - school district administration - special education director, superintendent, school board
  - personnel at your child’s school - teachers, principal, nurse, etc.
  - support service providers - therapists, psychologist, counselor, etc.
  - social service agency representatives - supervisors and case managers
  - support groups and disability organizations
  - respite and day care providers
  - medical services - doctor(s), hospital, clinic, medical supply company, and pharmacy
  - transportation services
- Maintain **Communication logs**
  - keep a log of incoming and outgoing phone calls - include date, name, title, agency, what was discussed, highlight items on which action is required, and date on which action is expected
  - keep a log and copies of letters and e-mail you send and the originals you receive
- Use a **Calendar** to:
  - keep track of appointments and meetings
  - to mark dates when the school is to take action on an issue you have discussed with them

- **Save Education Related Documents**
  - past and current IEPs
  - evaluations and assessments
  - report cards and progress reports
  - samples of your child's work
  - other correspondence from the school
  - education and disability rights information
- **Keep Medical Records and Reports**
  - reports from physicians and consultants
  - diagnostic reports and laboratory results
  - immunization record
  - a log of hospitalizations a summary of treatments and results
  - suggestions for providing medical care
  - insurance information
  - family medical history
- **Save Developmental Records and Reports**
  - reports - any service plans and evaluations
  - log services and results - what works, what doesn't
  - find articles, fact sheets, brochures, guides, etc. about your child's disability
- **Resources for Adaptive and Medical Equipment**
  - instruction booklets, service manuals and catalogs
- **Other Ideas**
  - keep a "mini-file" of pertinent information to have on hand for respite and day care providers
  - keep a scrapbook of achievements, activities, and special events in your child's life

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